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CC:	
Subject:	STaR Team SAIS Bulletin No. 11
Date:	Thursday, February 01, 2007 9:32:34 AM
Attachments:	

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Arizona Department of Education
System Training and Response (STaR) Team
http://www.ade.az.gov/schoolfinance/star

STaR Team Bulletin No. 11 – "Refresh" may remove students from SDADMS75
Thursday, February 1, 2007

Some student management systems have specific procedures, known as "refresh," "reset," or "trigger events" that can be initiated by a user in an attempt to correct student data that resides in SAIS. Additionally, some student management systems will "refresh" student data in SAIS automatically, based on certain actions taken by users. In such cases, the user may not be aware that a file submitted to SAIS contains transactions that will serve to "refresh" a student's data.

We have recently determined that "refreshing" a student's membership data (process of deleting then immediately re-adding a student's enrollment and other membership related data) causes a student to be temporarily omitted from the 75 report. Assuming that no other circumstances that might keep a student from appearing on a 75 report exist, such students will be included on the 75 the next time ADE runs ADM Aggregation.

Important note:
When a "refresh" of student data causes the student to be omitted from the SDADMS75 report, he/she is not excluded from ADM Aggregation. His/her membership days are still counted and included on any subsequently generated Student Counts reports. The action referred to as "refreshing" only results in failure to display as expected on the 75 report.

For a comprehensive list of reasons that may explain why a student is listed on the SDADMS72 report, but is not included on the SDADMS75 report, please see [Reconciling SDADMS72 and 75 Reports with Student Rosters](http://www.ade.az.gov/schoolfinance/star), available as part of the STaR Team SAIS Information Series at http://www.ade.az.gov/schoolfinance/star

Recommendation:
In order to minimize the impact caused by "refreshing" student membership data on the 75 report, we recommend that LEA personnel download and save a copy of the SDADMS75 report immediately following ADM Aggregation but prior to submitting additional transactions to SAIS. Acknowledging that it may be impractical to download a 75 report following every aggregation for membership, we would ask LEA personnel to consider downloading and saving the 75 report that is generated on or just after the last ADE business day of each month.

Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at http://www.ade.az.gov/schoolfinance/star/ and click on "Request for SAIS Training and Assistance."